

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF INDIANA**

ATTORNEY TRAINING REGISTRATION

Name	<i>Specify:</i> Attorney <input type="checkbox"/> or Support Staff <input type="checkbox"/>	
Attorney Info	Bar ID Number:	State:
Firm Name		
Address		
City State Zip		
Phone Number		
Fax Number		
E-Mail Address		

Training for Case Management/Electronic Case Filing (CM/ECF) will be offered at our various Clerk's Offices throughout the district on the dates listed below. Each class is limited to a maximum of 10 people. **Please indicate your preference of class date and location by numbering your choices consecutively in the appropriate boxes.** You may choose up to **five dates** and you will be notified of final training schedules. Please call Michael Stewart, CM/ECF Project Manager, at 574 968 2255 if you have any questions.

Although support staff are welcome and encouraged to register for training sessions, it should be noted that the respective attorney **MUST** complete training before a password is issued and access is granted to the CM/ECF system, regardless of staff participation.

Registrations should be mailed to the divisional office of your preferred site for the training:

Hammond U.S. Bankruptcy Court 5400 Federal Plaza Hammond, Indiana 46320		Fort Wayne U.S. Bankruptcy Court Post Office Box 2547 Fort Wayne, Indiana 46801-2547		Lafayette U.S. Bankruptcy Court Post Office Box 890 Lafayette, Indiana 47902-0890		South Bend U.S. Bankruptcy Court P.O. Box 7003 South Bend, Indiana 46634-7003	
Date	Choice	Date	Choice	Date	Choice	Date	Choice
October 6, 2003	CANCELLED	October 17, 2003		October 3, 2003	CANCELLED	October 3, 2003	
October 20, 2003				October 31, 2003		October 24, 2003	
				November 14, 2003			
				November 21, 2003			
				December 12, 2003			

Please **CLEARLY PRINT** your responses

Please complete the following questionnaire concerning your computer skills. You should submit a separate form for each person, attorney or support staff, to be trained. Your candid responses will allow us to place you in the proper training class.

<u>Yes</u>	<u>No</u>	
<input type="checkbox"/>	<input type="checkbox"/>	1. Do you know how to use a Windows-based word processing package, such as Corel WordPerfect and Microsoft Word, or a Windows-based bankruptcy forms software?
<input type="checkbox"/>	<input type="checkbox"/>	2. Do you know how to access the Internet and how to use an Internet browser like Netscape Navigator or Microsoft Internet Explorer?
		3. Specifically, when using an Internet browser, can you:
<input type="checkbox"/>	<input type="checkbox"/>	a. Use the Forward and Back buttons?
<input type="checkbox"/>	<input type="checkbox"/>	b. Click on check boxes using a mouse?
<input type="checkbox"/>	<input type="checkbox"/>	c. Type in text boxes?
<input type="checkbox"/>	<input type="checkbox"/>	d. Download files?
<input type="checkbox"/>	<input type="checkbox"/>	e. Print documents?
<input type="checkbox"/>	<input type="checkbox"/>	f. Use hyperlinks?
<input type="checkbox"/>	<input type="checkbox"/>	4. Do you know how to put an address (URL) in a browser to go to that Internet site?
<input type="checkbox"/>	<input type="checkbox"/>	5. Do you know how to view a portable document format (PDF) files using Adobe Acrobat Reader software?
<input type="checkbox"/>	<input type="checkbox"/>	6. Do you know how to create, scan and print a document into a PDF format?
<input type="checkbox"/>	<input type="checkbox"/>	7. Do you have a web PACER account?

Date

Signature

Typed or Printed name

Are you an:

Attorney ☐

Support staff ☐

Street Address: _____

Telephone: _____

Fax: _____

E-mail address: _____